

## **EDITED TASK LISTING**

### **CLASS: CONSTRUCTION SUPERVISOR III, CORRECTIONAL FACILITY (CF)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

	<b>Task</b>
1.	Plans, manages and oversees the work of assigned staff, with regional responsibilities for direct supervision and coordination of an extensive geographical area of inmate day labor projects involving construction, alterations and repair of large scale buildings and structures in compliance with plans, specifications, building codes and standards under the direction of the Chief, Day Labor Program, CF.
2.	Complete employee performance evaluations and probationary reports (indicating accomplishments, performance goals and areas of improvement) and document employee performance for counseling and disciplinary activities as needed.
3.	Reinforce and reward contributions, accomplishments, and positive performance by assigned staff and recognize the efforts and accomplishments and appropriately acknowledge employee achievements as needed.
4.	Manage and direct the review of plans, specifications, and work descriptions against actual field conditions and recommends necessary changes and provides technical assistance to professional architectural and engineering staff in order to clarify construction issues through the Request for Information (RFI) and Change Order (CO) process under the direction of the Chief Day Labor Program, CF.
5.	Manage and monitor the selection and supervision of inmates and may work with Department of Corrections classification committee to ensure that qualified inmate labor is provided for each construction project.
6.	Maintain the safety and security of persons and property, to prevent escape of and injury by persons committed to the Department of Corrections to themselves or others or to property in accordance with DOM, departmental policies and procedures, Title 15, California Code of Regulations.
7.	Maintain security of assigned working areas through inspections and searches for contraband (i.e., weapons or illegal drugs, etc.) and inventory of materials, tools, keys and locks in accordance with DOM, departmental policies and procedures, Title 15, California Code of Regulations.
8.	Participate and manages the hiring of new civil service staff and supervise assigned staff in implementing the hiring of casual employees for the Inmate Day Labor Program through coordination/and in accordance with appropriate Building Trades Unions in order to provide skilled labor to facilitate completion of assigned construction projects under the direction of the Chief, Day Labor Program, CF.
9.	Implement and direct training and supervision of state staff, casual labor and inmates through orientation programs that familiarize employees with correctional and program policies and procedures that are unique to performing construction in the Department of Corrections, including the Injury Illness Prevention Program (IIPP) under the direction of the Chief, Day Labor Program, CF.
10.	Manage and establish consistent performance standards in preparing cost estimates to verify accuracy and completeness with regards to budgeting of the project utilizing material and labor takeoffs, in conjunction with the development of resource loaded construction schedules under the direction of the Chief, Day Labor Program, CF.

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	<b>Task</b>
<b>11.</b>	Manage and audit controls to assure accurate project records which includes budget allocations for inmate, casual, and state staff timekeeping and payroll, material purchases, contracts, tracking of Change Orders (CO), inspection records, Requests for Information (RFIs) and project "As-Built" documents under the direction of the Chief Day Labor Program, CF.
<b>12.</b>	Manage and oversee the inspection of work in progress for compliance with plans, codes and standards and provide status reports to Chief, Day Labor Program, CF regarding project schedules and deadlines.
<b>13.</b>	Regionally manages the approval process for the procurement of necessary materials, tools and equipment as determined from the approved construction documents in accordance with State purchasing guidelines in order to complete an assigned project under the direction of Chief, Day Labor Program, CF.
<b>14.</b>	Regionally manages the maintenance and repair of construction tools, equipment and facilities according to the departmental and program's policies and procedures under the direction of the Chief, Day Labor Program, CF.
<b>15.</b>	Conduct meetings or provide training to individuals/groups in the appropriate interpretation and application of policies and procedures to improve job skills, knowledge, and safety awareness utilizing various methods (e.g. classroom, on the job, mentoring) as needed for successful job performance and upward mobility under the direction of the Chief Day Labor Program, CF.
<b>16.</b>	Manage and review the development of project construction schedules by considering the entire scope of the projects including the material and labor availability, subcontractors constraints, and site conditions referencing the approved construction documents (e.g., plans and specifications, etc.) in order to meet priority objectives (e.g., project urgency and costs) under the direction of the Chief, Day Labor Program, CF.
<b>17.</b>	Regionally manage the construction and repair projects utilizing assigned staff to coordinate with the institution that may impact security, operations and programs including utility interruptions, to comply with Department Operation Manual and California Code of Regulations, Title 15 under the direction of the Chief, Day Labor Program, CF.
<b>18.</b>	Communicate professionally and effectively both orally and in writing, utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
<b>19.</b>	Deliver effective oral presentations to management, institutional administration, and employees in order to communicate project status utilizing various tools, equipment, and aids as appropriate.
<b>20.</b>	Plan, manage and direct regional activities of assigned staff to maintain the Injury Illness Prevention Program (IIPP) to include but not limited to the development of project specific safety plans, document and maintain training and safety records, conduct "tailgate" safety meetings, perform daily job site safety inspections, identify and correct safety issues, conduct hazard assessment and take corrective action, provide specific individual training on the use of tools and equipment, train individuals/groups in the appropriate interpretation and application of departmental policies, procedures, guidelines, laws and rules, regulations as required by Cal-OSHA standards.
<b>21.</b>	Provides leadership and guidance to construction crews through communication and organizational skills to produce desired product within budgets and scheduled timeframes.

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<b>22.</b>	Provide assistance to managers, employees, control agencies, and others on varied and/or sensitive complex matters to resolve issues, provide information, options, and/or recommendations, etc. using various references/policies as needed and/or upon request.
<b>23.</b>	Manage and monitor the review of data and submittals (e.g., shop drawings and manufacturers cut sheets, etc.) to ensure materials and equipment specified comply with plans and specifications, provide recommendations/ approval to the Architectural and Engineering Section under the direction of the Chief, Day Labor Program, CF.
<b>24.</b>	Appropriately handle stressful situations in the work place, in a professional and tactful manner, conducive to the employees overall health and well being in accordance with professional ethics.
<b>25.</b>	Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies in order to ensure a discrimination free work environment.
<b>26.</b>	Manage and establish the need for contracts based on approved construction documents, develop scope of work, timelines, estimates, and type of contracts (i.e. public works contracts or service contracts), issue notices to proceed and notices of completion, approve/ disapprove payments/invoices under the direction of the Chief, Day Labor Program, CF.
<b>27.</b>	Interpret civil service laws, rules, regulations, departmental policies and procedures, etc. in order to gain an understanding and appropriately apply to construction matters as needed and/or upon request.
<b>28.</b>	Perform long-term planning of program activities to ensure the goals and objectives of the Department are achieved.
<b>29.</b>	Travel (including overnight) to various regional and statewide locations to facilitate direct supervision and positive lines of communication, standardize services, implement policies and procedures, to attend training and continuing education, etc. using state or privately-owned vehicle, airlines, etc. as necessary and/or under the direction of the Chief, Day Labor Program, CF.
<b>30.</b>	Administer and monitor the testing and inspection requirements of assigned projects as defined in the departmental policies and procedures and California Code of Regulations.
<b>31.</b>	Recommends or participates in the development of policies and procedures relating to the construction programs of the Department to ensure consistency and conformity with using established guidelines, laws, rules and regulations, departmental policies as needed and/or request by management.